



**THE
COWPLAIN
SCHOOL**

APPLICATION PACK:

Assistant Head of Year



Assistant Head of Year

Grade D (range equates to £24,371 to £26,814 per annum) (*pay award pending*)

37 hours per week, 40 weeks per year

The Cowplain School wishes to appoint an Assistant Head of Year to support students as part of our highly effective Pastoral Team. The core hours for this post are Monday to Thursday 8.20am to 3.45pm, Friday 8.20am to 3.40pm, plus an extra 1 week over the academic year to be worked before or after school in breakfast clubs, after school sessions or meetings.

This is an exciting time to be joining the school as we develop and build on the success of our Pastoral Team. Our intake each year has increased as more and more families choose Cowplain for their child. With this increase in students comes the need to increase the size of our Pastoral Team.

Your role will entail you supporting a Head of Year within a specific year group, focussing on ensuring those students maintain high standards of, behaviour, uniform, and punctuality. Improving attendance is a key focus of the team and a significant part of your work will be spent on contacting parents, visiting children and parents at home, and working towards improving the attendance of children in your year group. You will also support them through mentoring, intervention and liaison with parents and school staff. The role will enable you to promote changes in attitudes, behaviour, and attendance, to enhance students' well-being and to facilitate learning and academic achievement.

Candidates require a minimum GCSE grade C in Maths and English and a high level of emotional intelligence, and an ability to build relationships with young people and inspire them to be the best version of themselves. Previous experience of working with secondary age students is desirable. The most important thing is to have high standards and an ambition for our students at Cowplain.

We are constantly seeking to improve our work so and postholders will be able to develop this role within a supportive team of professionals.

To request an application pack please email Mrs Amanda Simmons via a.simmons@cowplainschool.co.uk or access the application pack and application form via www.cowplainschool.co.uk/about-us/vacancies. If you wish to apply for this post you will need to return a fully completed The Cowplain School application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of fully completed Cowplain School application forms is midday on Friday 5th June 2026.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Join us on our journey to excellence!

Thank you for your interest in the post of **Assistant Head of Year** at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

The position of Assistant Head of Year is an extremely exciting opportunity to be one of a very strong Pastoral Team, including the Head of School and five non-teaching Heads of Year. Each member of the team has different skills, expertise and interests and we aim to create a team that utilises and develops each member's expertise; all have a common aim to enhance the life chances of each child that they work with.

I know that applying for a new position is a big decision so I thought it would be useful to explain why I think The Cowplain School is the right choice for your career.

Firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach and work with and there is a very positive feeling and ethos in the school which I am determined to maintain. Standards of behaviour are excellent, driven by our inclusive but rigorous behaviour policy, and the successful candidate will be expected to help not only maintain, but improve, those standards.

Thirdly, like all schools, we have an exciting challenge ahead of us to raise the standards of attainment and achievement in the school. Results have already improved dramatically but we want to improve them even further and I am looking for staff who can help raise standards. I am extremely ambitious for the school and its students and require colleagues who share this ambition.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful I can offer you the opportunity to play a big part in the continued and future success of The Cowplain School through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website www.cowplainschool.co.uk. To receive more information or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Principal:

a.simmons@cowplainschool.co.uk

Once again, thank you for your interest in the post.

Ian Gates
Principal



Information for applicants

Pay scale – Grade D (range equates to £24,371 to £26,814 per annum) (*pay award pending*)

Hours of work - 37 hours per week, term time only (40 weeks per year). Actual hours of work are Monday to Thursday 8.20am to 3.45pm, Friday 8.20am to 3.40pm.

If you wish to apply for this post you will need to return a fully completed The Cowplain School application form to Mrs Amanda Simmons, PA to the Principal, via email on a.simmons@cowplainschool.co.uk or post to:

Mrs A Simmons
PA to the Principal
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Cowplain
Waterlooville
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The Pastoral Team at The Cowplain School

The Pastoral Team at The Cowplain School is overseen and managed by the Head of School. As Assistant Head of Year, you will work alongside a Head of Year to provide the highest level of care and support for students within your year group.

Assistant Heads of Year are crucial members of the Pastoral Team; we want you to bring energy, expertise and encouragement to refocus students on their behaviour, implementing interventions to address behavioural issues.

As well as Heads of Year, the Pastoral Team also includes the School Psychologist, Attendance Manager, and School Matron. As Assistant Head of Year, you will liaise with all these colleagues.

The increased capacity of the team allows it to ensure a balance between reactive, short-term interventions, and proactive, strategic, data driven interventions. While excellent behaviour management systems are in place (eg a values driven approach to classroom management, well led tutor teams, rewards and robust sanctions) the team is committed to ensuring that students are supported to improve their behaviour for learning and to eliminate low level disruption.

As an Assistant Head of Year, you will be required to take the lead on improving attendance and promoting praise and rewards within your year group. You will support within assemblies and work hard to make sure that your year group are able to work hard, enjoy their learning and achieve highly.

You will thus be joining a committed and hardworking team and will be able to bring your ideas, energy and commitment to shape the work of that team and ensure that every student at Cowplain is able to thrive and achieve.

If you are enthusiastic, well-motivated and flexible, have a good sense of humour, and you enjoy helping children to achieve things that they didn't realise they could do, we would love to hear from you!



Job Description

Post Title:	Assistant Head of Year
Grade:	D
Responsible to:	The Head of Year/Head of School

Purpose:

To support the Head of Year in their day to day responsibility for providing pastoral support for up to 200 students in a Year Group. This will include supporting with behaviour management, attendance, and rewards. The ultimate goal of this support is to reward and recognise those getting it right, and promote changes in behaviour to increase engagement with learning for those who need greater support. Working alongside your Head of Year, you will do all you can to ensure that the students within your year group have their needs met and enjoy school.

The Assistant Head of Year will therefore be expected to:

- Build strong relationships with students, parents and staff
- Liaise effectively with staff; including teachers; Heads of Year; and senior leadership, in the interests of the student
- Have high expectations of students' behaviour
- Work as part of a busy school

Specific Responsibilities include

1. Being an advocate for your year group. Celebrating their achievements and inspiring them to be the best versions of themselves – with a strong focus on attendance and rewards.
2. Build strong relationships with those students who may be struggling with behaviour to support them through the school day, working within lessons, not taking them out of lessons.
3. Working with students to de-escalate anger issues.
4. Delivering interventions to those students who work in our 'Learning Room,' especially in completing appropriate interventions with those students who have frequent attendance to The Learning Room (TLR)
5. Administering The Learning Room (TLR) check-in process
6. Supporting attendance of students.
7. Supporting the Attendance Team and your Head of Year with regards to those students who have truanted a lesson; setting goals, checking lesson attendance, and communicating with all stakeholders
8. Supporting Heads of Year by walking throughout the school and picking up any potential issues.
9. Contributing to tackling lateness in the mornings; ensuring teachers are recording lateness on the board, register etc.
10. Covering lessons as required, no more than one per day (subject to extenuating circumstances).
11. Overseeing the collection and distribution of uniform to support Heads of Year and ensuring uniform is available for students forgetting uniform/unable to afford uniform.
12. Undertaking duties at break and at the end of the day.
13. Assisting with any tasks under the purview of the role as directed by the Head of School/Head of Year.